



Public Safety Shared Data Systems

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POLICY/PROCEDURE #: PS 12-02	TITLE: Data Entry Standards – Spillman Systems
EFFECTIVE DATE: 01/01/2013 00:00	
NEXT SCHEDULED REVIEW: 04/2015	REFERENCES:
MODIFIED/REVIEWED DATE: 04/2014	Tompkins County Public Safety Shared Data Systems – Spillman Data Entry Standards

Objective:

The purpose of this policy is for the Data Custodian to define the appropriate standards for information entered into the Spillman Shared Data System system.

Policy Statement:

All agencies entering data into the Spillman Shared Data System are responsible for protecting the integrity of data entered into Spillman.

General Information:

Data Management is the process governing the definition and structure of information entered into an application. This policy applies to all agencies that enter data into Spillman, including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, elected officials and temporary workers.

Definitions:

Policy - A statement of intention to guide political, management, financial, or administrative decisions and achieve rational outcome(s). LETSS approval is required for new policies or modifications to existing policies.

Procedure - A prescribed and documented set of steps, actions, or activities generally needed to obtain consistent results as documented within a defined and approved LETSS policy.

Data Custodian – Individual or agency responsible for maintaining Tompkins County hosted systems, hardware, software and applications which support LETSS services. For the purposes of this policy, Tompkins County ITS is considered the data custodian. Exclusions include data from systems managed by Tompkins County Department of Emergency Response (i.e. Motorola Radio, Personal Emergency Response Systems[PERS]/Digitize Alarm, and 911 Phone Systems)

Procedure:

Due to the various agencies entering data into the Spillman system, standards must be defined by the Data Custodian in compliance with Tompkins County, LETSS, and local,

state, and federal governmental procedures and regulations regarding the structure and integrity of locally maintained Spillman data.

1. The Data Custodian will define and document the standards for entering data into Spillman for Names, Alias, Business and Premise through the use of the Tompkins County Public Safety Shared Data Systems – Spillman Data Entry Standards document.